

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FLP-115

For: State Offices

Class Action Settlement Agreement Training

Approved by: Deputy Administrator, Farm Loan Programs

Carolyn B. Cooksey

1 Overview

A

Purpose

This notice informs State Offices of a training meeting for FLP employees involved in the Class Action Settlement Suit.

B

Date, Time, and Location

The training meeting begins on Tuesday, March 14, at 8 a.m. and ends on Wednesday, March 15, at 4 p.m. The training meeting will be held at the:

Wyndham Atlanta
160 Spring Street
Atlanta, GA 30303

Notes: Monday, March 13, and Thursday, March 16, are authorized travel days.

Participants should not make return reservations before 6 p.m. on March 15.

Participants shall complete SF-182 according to 6-PM, except for State Offices that have been included in the Combined Administrative Management System (CAMS). State Offices that have access to CAMS may document this training using the CAMS approach instead of completing SF-182.

C

Contact

Direct questions about this notice to Ann Smith, LMD, at 202-720-1656.

Disposal Date

April 1, 2000

Distribution

State Offices

Notice FLP-115

2 Hotel and Travel Information

A

Hotel Information

Participants shall make their own lodging reservations as follows:

- directly call Wyndham Atlanta at 1-404-688-8600 by **Friday, February 25, 2000**
- identify yourself as a participant of USDA/Farm Loan Programs Training.

FLP employees shall charge travel expenses under their **new** index codes for Washington-controlled State travel.

All guest rooms must be guaranteed using a credit card by February 25, 2000, to receive the \$93 lodging rate, or the rooms will be available on a first-come, first-served basis.

Note: Tax will be charged as a miscellaneous expense.

B

Reasonable Accommodations

Persons with disabilities who require accommodation to attend or participate in this training should contact Ann Smith, LMD at 202-720-1656, or Federal Relay Service at 1-800-877-8339.

C

Travel Authorization

Each participant must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does **not** constitute an approved travel authorization. The maximum per diem rate for Atlanta, Georgia, is \$131 (\$93 Lodging and \$38 M&IE).

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

Continued on the next page

2 Hotel and Travel Information (Continued)

D

Airport Transportation

Airport transportation to and from the hotel is available from either of the following:

- Atlanta Shuttle at a cost of \$10.00 one-way or \$17.00 round trip per person

Note: The shuttle is located outside the baggage claim area and leaves the airport every 10 minutes.

- Taxi service at a cost of \$22.00 one-way.
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3 Training Participants

A

State Office Action

State Offices shall select training participants from the following:

- FLP Chief
- FLP civil rights coordinator
- other employees selected by FLP Chief.

Note: Training participants are responsible for relaying training information to other employees, as needed.

FLP Chiefs shall:

- determine who attends the training
 - ensure that the number of participants in subparagraph B attend the training
 - FAX a list of participants to Ann Smith at 202-720-6797 by
COB March 3, 2000.
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Continued on the next page

3 Training Participants (Continued)

B

**Number of
Attendees per
State**

State Offices may send participants as follows.

State	Number of Attendees	State	Number of Attendees	State	Number of Attendees	State	Number of Attendees
AL	5	HI	0	MT	1	PA	1
AK	0	ID	1	NE	1	PR	1
AZ	1	IL	2	NV	1	SC	4
AR	5	IN	1	NH	0	SD	1
CA	2	IA	1	VT	1	TN	4
CO	1	KS	1	NJ	1	TX	4
CT	0	KY	2	NM	1	UT	1
MA	2	LA	4	NY	1	VA	3
RI	0	ME	1	NC	4	WA	1
DE	0	MI	2	ND	1	WV	1
MD	1	MN	1	OH	1	WI	1
FL	4	MS	5	OK	4	WY	1
GA	5	MO	2	OR	1		
